500-121-8189-A

PROCESS THE PERSONNEL TRANSACTION REGISTER BY ORIGINATOR DETERMINE CORRECTIVE ACTION NECESSARY

TEC Lesson 500-121-8189-A

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UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRETEST/POSTTEST AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

REVISED JUNE 1986

D101.6/7:

If you have questions or comments concerning this TEC Lesson, address them to:

COMMANDER
US Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders unless, otherwise specifically stated.

TYPE OF LESSON

- Personnel Administration

AUDIENCE

- MOS 75B, C, D, E
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- correctly determine corrective action necessary on the PTRO.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pencil, paper
- DA Pamphlet 600-8-1

TIME REQUIRED

- Individual: 1 hour
- Group: 1 hour

REFERENCES

- STP 12-75B1/2-SM (Task 121-031-1203)
- AR 680-29

STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 500-121-8184-A, 500-121-8185-A, 500-121-8188-A, 500-121-8200-A, 500-121-8202-A, and 500-121-8204-A.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer 22 of the 28 test items correctly.
- Make sure students have the material required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 500-121-8189-A

Revised June 1986

Process The Personnel Transaction Register by Originator Determine Corrective Action Necessary

This test consists of four questions regarding each of seven transactions. They cover every training objective of the lesson. These questions have a total value of 28 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 25. If you do not score at least 22 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

Use a blank photocopy of the chart shown on page 4 to record your answers. Using DA Pam 600-8-1, answer each of these questions about transactions 1 through 7 on the PTRO on page 5.

What is the error mnemonic (without prefix)?

What is the transaction mnemonic?

What reason is given regarding the error?

What action is required?

PRETEST/POSTTEST

Chart for Pretest/Posttest

Xerox this page or copy the chart onto your own paper. DO NOT WRITE ON THIS CHART.

	TRANSACTION NUMBER	ERROR MNEMONIC (WITHOUT PREFIX)	TRANSACTION MNEMONIC	REASON AND REQUIRED ACTION
1				
2				
3				
4				
5				
6				
7				

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PREPARED 94 AUG 13 PCN: AAC-P11 | PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN | CD 94 AUG 12 SCN HL | PAGE 01

TRANSACTIONS PROCESSED

TRANSACTION DATA

	F/D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940810DYSTBLEIE113312331SNPDY/AWL/0050/AHDAA.	U		
940810GRCHCARPE222362263SNSP4/D/940810.	U		
940809DPRTEVANS166462470SNAHDAAAABAE/940907//3A/0.	R	NNDL	HL00104

TOTAL TRANSACTIONS PROCESSED 03

TRANSACTIONS NOT PROCESSED

TRANSACTION DATA

	F/D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940808DYSTDELAG458668078SNHOS/PDY/1600/AHDAA	U	EFMT	HL00056
940810DYSTFALAS277502403SNPDY/HOK/0030/AHDAA.	U	EDYS	HL00127
940810DYSTFOWLE300482959SNHOS/PDY/1440/AHDAA.	U	CDYS	HL00179
FOWLER E 300482959V SP4M R 6 960929 63C1000 A TDY 940726 910527AHDAA	BHDAA910426	700625 900930 900930	A
940910GRCHKINNE276541487SNPFC/D/940810.	U	CC-D	HL00155
KINNER E 276541487V PV22 R 3 960501 11B1000 A PDY 930915 931215 AHDAA			A
9408102DYSTLEE J270523244SNPDY/HOS/1830/AHDAA.	U	CDYS	HL00148
LEE JO E 270523244V PFC3 R 4 960730 11B1000 A HOS 940725 930110AHDAA	BI3AA930105	730222 920731 920526	A

TOTAL TRANSACTIONS NOT PROCESSED 05

PRETEST/POSTTEST

TEC LESSON

INTRODUCTION

This lesson is the second in a series of three lessons on the Processing of the Personnel Transaction Register by Originator. In the previous lesson you learned to identify and categorize error conditions contained in the report. This lesson will build upon the skills you have already mastered.

When you have completed this lesson, you will be able to correctly identify error messages, using DA Pam 600-8-1, and determine the action necessary to correct errors such as those highlighted below.

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CO 94 JAN 31 SCN AH PAGE 01
ORIGINATOR NR SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	(NNDL)	AH00113
940128GRCHDYERT999004070SNSP4/D/940201.	U	(MDOR)	AH00103
940127ASNJGILLI999004075SN940127/0HMAA/AHDAA////9992.	R	(NPND)	
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		AH00104
940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		
TOTAL TRANSACTIONS PROCESSED 07			

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940128DYSTCARSW27591668SNPDY/HOS/1130/940127/AHDAA. CARSW E275291668V SGT R 5 960821 11820 701225 760821 A HOS 940115 940522 AHDAA	U	(CDYS) 930520 APEXE 930520 A	AH00137
940125DYSTCOX T 326301912SNODY/AWL/9700/AHDAA.	U	(EDYS) (ETIM)	AH00217
940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA////9992.	R	(ET-T)	AH00211
950128GRCHFARG0217650843NSP3/D/940128.	U	(EGRD)	AH00139
950128DPRTNEPTU443731874SNAHDAAOUSAT/940229//3A. NEPTU E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	Z	(CC-D) AHDA1 900812 680219 880110 880110 A	AH00133
940128DYSTNORWO 42508663SNPDY/TDY/0900/940127/AHDAA.	U	(EFMT) (ESSN) (EUMN)	AH00214
TOTAL TRANSACTIONS NOT PROCESSED 06			

ERROR MNEMONICS

In the previous lesson in this series you learned about the NONESSENTIAL ERROR MESSAGES column and about the ESS/NONESSENTIAL ERROR MESSAGES column of the Personnel Transaction Register by Originator (PTRO). Error mnemonics are listed for every transaction on the PTRO that contains an error. These are illustrated on the PTRO on page 6.

You also learned that the prefix (first letter) of the error mnemonic tells you what type of error the transaction contains. Here is a short review of the four categories of error and of their error mnemonic prefixes:

	FOUR TYPES OF ERROR	PREFIX
1.	ESSENTIAL VALIDITY	E
2.	ESSENTIAL COMPATIBILITY	C
3.	NONESSENTIAL VALIDITY	N
4.	NONESSENTIAL COMPATIBILITY	M

(Note: A complete listing of error mnemonic prefixes can be found in DA Pam 600-8-1, Appendix C.)

Knowing the error mnemonic prefix for a transaction tells you what kind of error is in that transaction. However, in order to know exactly which item of information contains the error, and how to go about correcting that error, you must use the other letters in the error mnemonic with the tables in DA Pam 600-8-1.

TEC LESSON

Appendix C of DA Pam 600-8-1 contains a three-column table which continues for several pages. The first column lists all the possible error mnemonics that might appear on a PTRO. Notice that they are listed in alphabetical order, which makes it easy to find an error mnemonic. Review the illustration shown below and find "ASI" listed under the Error Mnemonic column.

Table C–1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag–1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag–1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC–D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using effective date on the Compatibility Printline.
xDMS	DMOS, POSN	Invalid MOS Code exists. Correct and resubmit. Duty MOS is incompatible with the military personnel class or DMOS on SPF. Correct and resubmit.
xDOA	ARR	Date of arrival is invalid. Correct and resubmit.
xDOR	DOR, GRCH	Date of rank is blank, invalid or later than the transaction date. Correct and resubmit. Transaction DOR is incompatible with the control branch, grade, PEBD and/or MPC. Correct and resubmit.
xDOS	OSTR	Reported strength data is less than reported strength data on the SOMF. Correct and resubmit.
xDPG	ARR, ASNJ	Individual was previously assigned to the unit submitting the transaction but no DPRT transaction was submitted on reassignment. Submit a DPRT transaction.
xDP2	ARR, ASNJ	UPC is incompatible with SPF record status code. Correct and resubmit.
xDPS	POSN	Duty position specialty code is invalid. Positions 1 and 2 must be numeric. Position 3 must be alpha. Positions 4 and 5 must be numeric. Correct and resubmit. Duty position specialty is incompatible with the SMEF. Correct and resubmit. Duty position specialty code for commissioned officers is spaces. Correct and resubmit.
xDPT	DFR, DPRT	Departure date is invalid. Correct and resubmit.
xDPZ	ATCH, ARR, ASNJ	Error is between the attached UPC and the UPC on the SPF. Correct and resubmit. Error is between the departure date and the SPF UPC. Correct and resubmit.
xDSD	DYST, RAWL, RDYS, DPRT	Transaction date is incompatible with duty status effective date and/or arrival date at current unit and/or duty status effective date on the SPF. Correct and resubmit. Incompatibility exists with the first and second erroneous duty status date. Correct and resubmit. Transaction date is not equal to the duty status on the SPF.
xDTE	ASNJ, JOIN, RATH, RDFR, REVA	Reporting date later than transaction date. Correct and resubmit. Arrival (JOIN) date is later than the transaction date. Correct and resubmit.
xDT1	FLAG	Invalid date code used for reporting Flag–1 Date for Suspension of Personnel Action for

PRACTICE EXERCISE 1

Before you go any further, do a short practice exercise to make sure that you remember how to find error mnemonics on the PTRO. Look at the illustration below.

For every transaction that contains an error (or errors), write down the error mnemonic(s) (without prefix).

Use a separate sheet of paper. Do not write in this booklet.

```
PREPARED 94 FEB 01 PCN:  AAC-P11          PERSONNEL TRANSACTION REGISTER          CD 94 JAN 31 SCN AH      PAGE 01
                                            ORIGINATOR NR SN

TRANSACTIONS PROCESSED
                                                                F      NON-ESSENTIAL              ERROR
                          TRANSACTION DATA                      D      ERROR MESSAGES             CONTROL NUMBER

940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.              R NNOL                            AH00113

940128GRCHOYERT999004070SNSP4/D/940201.                         U MDOR                            AH00103

940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9992.           R NPNO

940122OYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.                   U

940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.                   U                                 AH00104

940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.                   U

940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.                   U

    TOTAL TRANSACTIONS PROCESSED      07


                                                                                                  ERROR
TRANSACTIONS NOT PROCESSED                                      F ESS/NON-ESSENTIAL               CONTROL NUMBER
                                                                D ERROR MESSAGES
          TRANSACTION DATA

940128DYSTCARSW27591668SNPDY/HOS/1130/940127/AHDAA.             U CDYS                            AH00137
CARSW E275291668V SGT R 5 960821 11820 701225 760821 A HOS 940115 940522 AHDAA   930520 APEXE 930520          A

940125DYSTCOX T 326301912SNODY/AWL/9700/AHDAA.                  U EDYS ETIM                       AH00217

940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA////9992.           R ET-T                            AH00211

950128GRCHFARGO217650843NSP3/D/940128.                          U EGRD                            AH00139

950128DPRTNEPTU443731874SNAHDAAOUSAT/940229//3A.                Z CC-D                            AH00133
NEPTU E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA   AHDA1 900812    680219 880110 880110    A

940128DYSTNORWO 42508663SNPDY/TDY/0900/940127/AHDAA.            U EFMT ESSN EUMN                  AH00214

TOTAL TRANSACTIONS NOT PROCESSED    06
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TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1

If your answers look like these, you are correct.

1. NDL
2. DOR
3. PNO
4. DYS
5. DYS-TIM
6. T-T
7. GRD
8. C-D
9. FMT-SSN-UMN

If your answers are not the same as the ones above, go back and see where you made your mistakes before you continue the lesson.

Remember: You must be able to identify the error mnemonic for a transaction on the PTRO before you can use the table in Appendix C.

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PREPARED 94 FEB 01 PCN:  AAC-P11          PERSONNEL TRANSACTION REGISTER          CD 94 JAN 31 SCN AH      PAGE 01
                                            ORIGINATOR NR SN

TRANSACTIONS PROCESSED                                          F      NON-ESSENTIAL              . ERROR
                          TRANSACTION DATA                      D      ERROR MESSAGES             CONTROL NUMBER

940126DPRTBLAMK493851099SNAHDAABHDAA/940217//3A/0.              R (NDL)                           AH00113

940128GRCHOYERT999004070SNSP4/D/940201.                         U (DOR)                           AH00103

940127ASNJGILL1999004075SN940127/OHMAA/AHDAA////9992.           R (PNO)

940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.                   U

940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.                   U                                 AH00104

940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.                   U

940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.                   U

    TOTAL TRANSACTIONS PROCESSED      07

                                                                                                  ERROR
TRANSACTIONS NOT PROCESSED                                      F ESS/NON-ESSENTIAL               CONTROL NUMBER
                                                                U ERROR MESSAGES
                TRANSACTION DATA

940128DYSTCARSW27591668SNPDY/HOS/1130/940127/AHDAA.             U (DYS)                           AH00137
CARSW E275291668V SGT R 5 960821 1182O 701225 760821 A HOS 940115 940522 AHDAA   930520 APEXE 930520      A

940125DYSTCOx T 326301912SNODY/AWL/9700/AHDAA.                  U (DYS) (TIM)                     AH00217

940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA////9992.           R (T-T)                           AH00211

950128GRCHFARGO217650843NSP3/D/940128.                          U (GRD)                           AH00139

950128DPRTNEPTU443731874SNAHDAAOUSAT/940229//3A.                Z (C-D)                           AH00133
NEPTU E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA   AHDA1 900812   680219 880110 880110   A

940128DYSTNORWO 42508663SNPDY/TDY/0900/940127/AHDAA.            U (FMT) (SSN) (UMN)               AH00214

TOTAL TRANSACTIONS NOT PROCESSED    06
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TRANSACTION MNEMONICS

Before you can learn how to use the table in Appendix C, you also need to review transaction mnemonics. You should remember that a transaction mnemonic is a three or four letter code that stands for a particular transaction, and that there is a block on every DA Form 3728 (SIDPERS Change Report) where you fill in the transaction mnemonic. Some examples of transaction mnemonics are ARR (arrival), GRCH (grade change), DYST (Duty Status Change), etc. Since the information in each transaction line of the PTRO comes directly from the coded information on a DA Form 3728, the PTRO transaction line also contains a transaction mnemonic. Look at the illustration of the PTRO below and notice the transaction mnemonics in the transaction lines.

TRANSACTION MNEMONICS

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER ORIGINATOR NR SN CD 94 JAN 31 SCN AH PAGE 01

TRANSACTIONS PROCESSED

TRANSACTION DATA	F/D NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R NNDL	AH00113
940126GRCHMYERT999004070SNSP4/D/940201.	U MDOR	AH00103
940127ASNJGILL1999004075SN940127/OHMAA/AHDAA////9992.	R NPWO	
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U	
940122DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U	AH00104
940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.	U	
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U	

TOTAL TRANSACTIONS PROCESSED 07

TRANSACTIONS NOT PROCESSED

TRANSACTION DATA	F ESS/NON-ESSENTIAL D ERROR MESSAGES	ERROR CONTROL NUMBER
940126DYSTCARSW27591668SNPDY/HOS/1130/940127/AHDAA.	U CDYS	AH00137
CARSW E2759I668V SGT R 5 960821 11820 701225 760821 A HOS 940115 940522 AHDAA	930520 APEXE 930520 A	
940125DYSTCOX T 326301912SN0DY/AWL/9700/AHDAA.	U EDYS ETIM	AH00217
940128ANSJBRUCK307431769SN940128/AHDA1/AHDAA////9992.	R ET-T	AH00211
950128GRCHFARGO21765084JNSP3/D/94012e.	U EGRD	AH00139
950128DPRTNEPTU443731874SNAHDAAOUSAT/940229//3A.	Z CC-D	AH00133
NEPTU E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	AHDA1 900812 680219 880110 880110 A	
940126DYSTMORWO 42508663SNPDY/TDY/0900/940127/AHDAA.	U EFMT ESSN EUMN	AH00214

TOTAL TRANSACTIONS NOT PROCESSED 06

TEC LESSON

Now look at the illustration of the table from Appendix C in your DA Pam 600-8-1. Look at the second column of the table and you will see a list of transaction mnemonics. Before you can use the table to find out how to correct a certain transaction, you must know both the error mnemonic and the transaction mnemonic for that transaction.

Table C–1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag–1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag–1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC–D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using effective date on the Compatibility Printline.
xDMS	DMOS, POSN	Invalid MOS Code exists. Correct and resubmit. Duty MOS is incompatible with the military personnel class or DMOS on SPF. Correct and resubmit.
xDOA	ARR	Date of arrival is invalid. Correct and resubmit.
xDOR	DOR, GRCH	Date of rank is blank, invalid or later than the transaction date. Correct and resubmit. Transaction DOR is incompatible with the control branch, grade, PEBD and/or MPC. Correct and resubmit.
xDOS	OSTR	Reported strength data is less than reported strength data on the SOMF. Correct and resubmit.
xDPG	ARR, ASNJ	Individual was previously assigned to the unit submitting the transaction but no DPRT transaction was submitted on reassignment. Submit a DPRT transaction.
xDP2	ARR, ASNJ	UPC is incompatible with SPF record status code. Correct and resubmit.
xDPS	POSN	Duty position specialty code is invalid. Positions 1 and 2 must be numeric. Position 3 must be alpha. Positions 4 and 5 must be numeric. Correct and resubmit. Duty position specialty is incompatible with the SMEF. Correct and resubmit. Duty position specialty code for commissioned officers is spaces. Correct and resubmit.
xDPT	DFR, DPRT	Departure date is invalid. Correct and resubmit.
xDPZ	ATCH, ARR, ASNJ	Error is between the attached UPC and the UPC on the SPF. Correct and resubmit. Error is between the departure date and the SPF UPC. Correct and resubmit.
xDSD	DYST, RAWL, RDYS, DPRT	Transaction date is incompatible with duty status effective date and/or arrival date at current unit and/or duty status effective date on the SPF. Correct and resubmit. Incompatibility exists with the first and second erroneous duty status date. Correct and resubmit. Transaction date is not equal to the duty status on the SPF.
xDTE	ASNJ, JOIN, RATH, RDFR, REVA	Reporting date later than transaction date. Correct and resubmit. Arrival (JOIN) date is later than the transaction date. Correct and resubmit.
xDT1	FLAG	Invalid date code used for reporting Flag–1 Date for Suspension of Personnel Action for reason of weight control. Correct and resubmit. Flag–1 date for Suspension of Favorable Personnel Action for reason of weight control is not compatible with cycle date or is invalid. Correct and resubmit.
xDYS	DPRT, REVA, DYST, RDYS	Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. Correct and resubmit.

PRACTICE EXERCISE 2

Before you actually try to use the table, make sure that you can find the transaction mnemonics. Look at the illustration below and (on a separate sheet of paper) write down the transaction mnemonic for each transaction listed.

PREPARED 94 AUG 13 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN CD 94 AUG 12 SCN HL PAGE 01

TRANSACTIONS PROCESSED

TRANSACTION DATA	F/D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940810DYSTBLEIE113312331SNPDY/AHL/0050/AHDAA.	U		
940810GRCHCARPE222362263SNSP4/D/940810.	U		
940809DPRTEVANS166462470SNAHDAAAABAE/940907//3A/0.	R	NNDL	HL00104

TOTAL TRANSACTIONS PROCESSED 03

TRANSACTIONS NOT PROCESSED

TRANSACTION DATA	F/D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940808DYSTDELAG458668078SNHOS/PDY/1640/AHDAA	U	EFMT	HL00056
940810DYSTFALAS277502403SNPDY/HQK/0030/AHDAA.	U	CDYS	HL00127
940810DYSTFOWLE300482959SNHOS/PDY/1440/AHDAA.	U	CDYS	HL00179
FOWLER E 300482959V SP4M R 6 960929 63C1000 A TDY 940720 810ST4HDAA	BHDAA910426	700625 900930 900930	A
940910GRCHKINNE276541487SNPFC/D/940810.	U	CC-D	HL00155
KINNER E 276541487V PV22 R 3 960501 1181000 A PDY 930915 931215 AHDAA			A
9408102DYSTLEE J270523244SNPDY/HOS/1830/AHDAA.	U	CDYS	HL00148
LEE JO E 270523244V PFC3 R 4 960730 1181000 A HOS 940725 930110AHDAA	BI3AA930105	730222 920731 920526	A

TOTAL TRANSACTIONS NOT PROCESSED 05

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

Here are the correct transaction mnemonics that you should have found on the PTRO.

1. DYST
2. GRCH
3. DPRT
4. DYST
5. DYST
6. DYST
7. GRCH
8. DYST

```
PREPARED 94 AUG 13 PCN:  AAC-P11          PERSONNEL TRANSACTION REGISTER          CO 94 AUG 12 SCN HL     PAGE 01
                                            ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                                F    NON-ESSENTIAL              ERROR
                          TRANSACTION DATA                            D    ERROR MESSAGES             CONTROL NUMBER

940810DYSTBLEIE1133123315NPDY/AWL/0050/AHDAA.                         U

940810GRCHCARPE2223622635NSP4/D/940810.                               U

940809DPRTEVANS166462470SNAHDAAAABAE/940907//3A/0.                    R  NNDL                            HL00104

    TOTAL TRANSACTIONS PROCESSED        03

TRANSACTIONS NOT PROCESSED                                            F ESS/NON-ESSENTIAL              ERROR
                                                                      D ERROR MESSAGES                 CONTROL NUMBER

                TRANSACTION DATA

940808DYSTDELAG458668078SNHOS/PDY/1600/AHDAA                          U EFMT                             HL00056

940810DYSTFALAS2775024035NPDY/HOK/0030/AHDAA.                         U EDYS                             HL00127

940810DYSTFOWLE300482959SNHOS/PDY/1440/AHDAA.                         U CDYS                             HL00179
FOWLER E 300482959V SP4M R 6 960929 63C1000 A TDY 940726 910527AHDAA          BHDAA910426      700625 900930 900930    A

940910GRCHKINNE276541487SNPFC/D/940810.                               U CC-D                             HL00155
KINNER E 276541487V PV22 R 3 960501 1181000 A PDY 930915 931215 AHDAA                                    A

940810ADYSTLEE J270523244SNPDY/HOS/1830/AHDAA.                        U CDYS                             HL00148
LEE JO E 270523244V PFC3 R 4 960730 1181000 A HOS 940725 930110AHDAA          BI3AA930105      730222 920731 920526    A

TOTAL TRANSACTIONS NOT PROCESSED    05
```

If your answers are incorrect, you will need to find out where you made your mistakes (and the error mnemonic) before you can use Appendix C to help you correct a transaction.

REASON AND REQUIRED ACTION

Now that you know how to find the error mnemonic and the transaction mnemonic for a certain transaction on the PTRO, you are ready to learn how to use the table in Appendix C to identify the error conditions and the corrective action that is required.

In order to use the table to correct a certain transaction you must:

(1) Identify the error mnemonic for that transaction from the PTRO.

(2) find that error mnemonic (without the prefix) in column 1 of Table C-1 in Appendix C.

(3) Identify the transaction mnemonic from the transaction line of the PTRO.

(4) find that transaction mnemonic in column 2 of the table next to the error mnemonic that you found in column 1.

Table C-1
Required actions for errors in unit level transactions

14 JUNE 1985 UPDATE • DA PAM 600-8-1

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag-1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag-1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC-D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using

For example, the error mnemonic ASI in column 1 has three different transaction mnemonics next to it in column 2. You need to know (from the PTRO transaction line) which transaction mnemonic you are dealing with before the table can help you to correct the error. Sometimes column 2 will say "All Transactions" and that is exactly what it means: all transactions listed in DA Pam 600-8-1.

TEC LESSON

After you have found the correct error mnemonic in column 1 and the correct transaction mnemonic next to it in column 2, you are ready to look at the information in column 3. This column, called the "REASON AND REQUIRED ACTION" column, will tell you (a) what item of information in the transaction contains the error and (b) what action to take in order to correct that error.

See the table below.

Table C-1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag-1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag-1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC-D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using effective date on the Compatibility Printline.
xDMS	DMOS, POSN	Invalid MOS Code exists. Correct and resubmit. Duty MOS is incompatible with the military personnel class or DMOS on SPF. Correct and resubmit.
xDOA	ARR	Date of arrival is invalid. Correct and resubmit.
xDOR	DOR, GRCH	Date of rank is blank, invalid or later than the transaction date. Correct and resubmit. Transaction DOR is incompatible with the control branch, grade, PEBD and/or MPC. Correct and resubmit.
xDOS	OSTR	Reported strength data is less than reported strength data on the SOMF. Correct and resubmit.
xDPG	ARR, ASNJ	Individual was previously assigned to the unit submitting the transaction but no DPRT transaction was submitted on reassignment. Submit a DPRT transaction.
xDP2	ARR, ASNJ	UPC is incompatible with SPF record status code. Correct and resubmit.
xDPS	POSN	Duty position specialty code is invalid. Positions 1 and 2 must be numeric. Position 3 must be

For example, suppose the PTRO shows an error mnemonic of "ADT" for a transaction mnemonic of "ASNJ." Column 3 of the table above tells you that the arrival date in the transaction is invalid. It also tells you to correct this error. Finally, it tells you to then "resubmit" the transaction. In other words, you send it through again with the arrival date correctly listed, numerically, as year, month and day. This will be shown later in this module.

PRACTICE EXERCISE 3

See if you can use everything you have learned so far to find out how to correct a transaction. Look at the illustration below and answer the questions that follow. Use your DA Pam 600-8-1, Appendix C. Write your answers on a separate sheet of paper. **Your cycle date is 12 August 1994.** Do not write in this booklet.

TRANSACTIONS NOT PROCESSED — F ESS/NON-ESSENTIAL, D ERROR MESSAGES — ERROR CONTROL NUMBER

TRANSACTION DATA

940913GRCHKINNE276541487SNPFC/O/940810.
KINNER E 276541487V PV22 R 3 960501 1181000 A PDY 930915 931215 AHOAA — U CC-0 — HL00155 — A

94081020YSTLEE J0705232445NPDY/HOS/1930/AHOAA.
LEE JO E 270523244V PFC3 R 4 960730 1181000 A HOS 940725 930110AHOAA — U CDYS — HL00143 — B13AA930105 730222 920731 920526 — A

TOTAL TRANSACTIONS NOT PROCESSED 02

1.a) What is the error mnemonic (without prefix) for the first transaction?

b) What is the transaction mnemonic for the first transaction?

2. What item of information is erroneous in the first transaction?

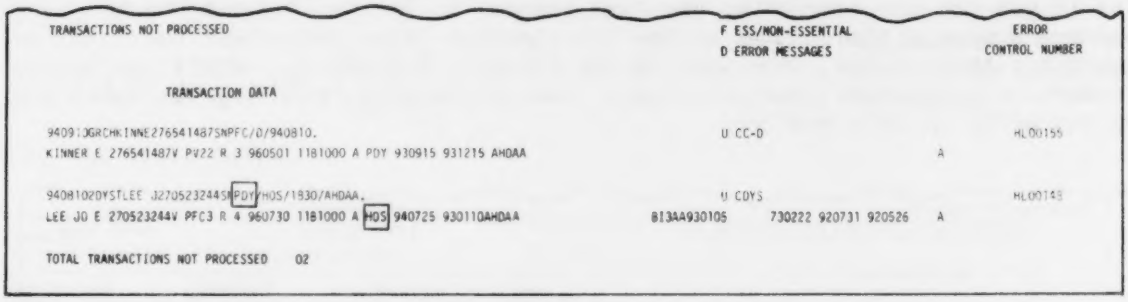
3. What must you do to do to correct that error?

4. What is the error mnemonic and the transaction mnemonic for the second transaction listed on the PTRO?

5. What item of information is erroneous in the second transaction?

6. What does column 3 of the table tell you to do after you have corrected the error?

SOLUTIONS TO PRACTICE EXERCISE 3



TRANSACTIONS NOT PROCESSED — F ESS/NON-ESSENTIAL D ERROR MESSAGES — ERROR CONTROL NUMBER

TRANSACTION DATA

9409 1JGRCHKINNE276541487SNPFC/0/940810. — U CC-D — HL00155
KINNER E 276541487V PV22 R 3 960501 1181000 A PDY 930915 931215 AHDAA — A

9408102DYSTLEE J270523244SNPDY/HOS/1830/AHDAA. — U CDYS — HL00148
LEE JO E 270523244V PFC3 R 4 960730 1181000 A HOS 940725 930110AHDAA — BI3AA930105 730222 920731 920526 A

TOTAL TRANSACTIONS NOT PROCESSED 02

1.a) The error mnemonic without prefix for the first transaction is "C-D."

b) The transaction mnemonic is "GRCH."

2. The transaction date (940910) is later than the cycle date (940812).

3. Column 3 tells you to change date to equal or be earlier than the cycle date.

4. The error mnemonic for the second transaction is "DYS." The transaction mnemonic is "DYST."

5. The transaction duty status does not equal the duty status on the SIDPERS Personnel File (SPF) and/or duty status on SPF is not PDY.

6. Submit your correction on the Error Suspense Card.

If any of your answers were incorrect, go back and review this part of the lesson before you continue.

ERROR SUSPENSE CARDS

The third column, Reason and Required Action will occasionally refer to "Error Suspense Cards." These are SIDPERS computer punch cards that you receive with the PTRO. There will be one card for each transaction that is shown on the PTRO as having an error. In a following lesson you will learn how to use these cards.

Table C–1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag–1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag–1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC–D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using effective date on the Compatibility Printline.
xDMS	DMOS, POSN	Invalid MOS Code exists. Correct and resubmit. Duty MOS is incompatible with the military personnel class or DMOS on SPF. Correct and resubmit.
xDOA	ARR	Date of arrival is invalid. Correct and resubmit.
xDOR	DOR, GRCH	Date of rank is blank, invalid or later than the transaction date. Correct and resubmit. Transaction DOR is incompatible with the control branch, grade, PEBD and/or MPC. Correct and resubmit.
xDOS	OSTR	Reported strength data is less than reported strength data on the SOMF. Correct and resubmit.
xDPG	ARR, ASNJ	Individual was previously assigned to the unit submitting the transaction but no DPRT transaction was submitted on reassignment. Submit a DPRT transaction.
xDP2	ARR, ASNJ	UPC is incompatible with SPF record status code. Correct and resubmit.
xDPS	POSN	Duty position specialty code is invalid. Positions 1 and 2 must be numeric. Position 3 must be alpha. Positions 4 and 5 must be numeric. Correct and resubmit. Duty position specialty is incompatible with the SMEF. Correct and resubmit. Duty position specialty code for commissioned officers is spaces. Correct and resubmit.
xDPT	DFR, DPRT	Departure date is invalid. Correct and resubmit.
xDPZ	ATCH, ARR, ASNJ	Error is between the attached UPC and the UPC on the SPF. Correct and resubmit. Error is between the departure date and the SPF UPC. Correct and resubmit.
xDSD	DYST, RAWL, RDYS,	Transaction date is incompatible with duty status effective date and/or arrival date at current

TEC LESSON

FINAL REVIEW

Steps To Take To Correct a Transaction.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Locate the error mnemonic from the PTRN in Column 1.	Use the related transaction mnemonic in Column 2 (across from the error mnemonic that you found) to enter Column 3.	Look at the information in Column 3 to find out why the information is incorrect/invalid.	If it is noted for the individual transaction, you will correct and resubmit an Error Suspense Card.	If it is noted for the individual transaction, you will delete the transaction.

Table C–1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE = ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Flag–1 for Suspension of Favorable Personnel Action for reason of weight control is being reported; however, SPF indicates this transaction Flag–1 Code has already been reported as a final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: If the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 through 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the system in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the MILPO of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify MILPO if PEBD is inconsistent.
xC–D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DEP, DYST	Transaction d[illegible] status date on the SPF. Correct [illegible]

Photocopy this chart or copy it onto your own paper to use for your answer sheet. DO NOT WRITE IN THIS BOOKLET.

A sample set of entries is provided for the third line of the chart to assist you in formatting your own answers.

TRANSACTION NUMBER	ERROR MNEMONIC (WITHOUT PREFIX)	TRANSACTION MNEMONIC	REASON AND REQUIRED ACTION
1			
2			
3	NDL	DPRT	Number of days leave code is invalid. May be blank. If blank generates 00. Must be in the range 00 through 99. Correct and resubmit.
4			
5			
6			
7			
8			

SAMPLE

SELF-EVALUATION EXERCISE

```
PREPARED 94 AUG 12 PCN:  AAC-P11          PERSONNEL TRANSACTION REGISTER          CD 94 AUG 12 SCN HL     PAGE 01
                                              ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                          F     NON-ESSENTIAL                ERROR
                          TRANSACTION DATA                      D     ERROR MESSAGES               CONTROL NUMBER

9408100YSTBLEIE113312331SNPDY/AWL/0050/AHDAA.                   U

940810GRCHCARPE222362263SNSP4/D/940810.                         U

9408090PRTEVANS166462470SNAHDAAAABAE/940907//3A/0.              R  NNDL                              HL00104

    TOTAL TRANSACTIONS PROCESSED       03

TRANSACTIONS NOT PROCESSED                                      F ESS/NON-ESSENTIAL                  ERROR
                                                                D ERROR MESSAGES                     CONTROL NUMBER

              TRANSACTION DATA

9408080YSTDELAG458668078SNHOS/PDY/1600/AHDAA                    U EFMT                               HL00056

9408100YSTFALAS277502403SNPDY/HOK/0030/AHDAA.                   U EDYS                               HL00127

9408100YSTFOWLE300482959SNHOS/PDY/1440/AHDAA.                   U CDYS                               HL00179
FOWLER E 300482959V SP4M R 6 960929 63C1000 A TDY 940726 910527AHDAA      8HDAA910426      700625 900930 900930    A

940910GRCHKINNE276541487SNPFC/D/940810.                         U CC-D                               HL00155
KINNER E 276541487V PV22 R 3 960501 11B1000 A PDY 930915 931215 AHDAA                                              A

9408102DYSTLEE J270523244SNPDY/HOS/1830/AHDAA.                  U CDYS                               HL00148
LEE JO E 270523244V PFC3 R 4 960730 11B1000 A HOS 940725 930110AHDAA      B13AA930105      730222 920731 920526    A

TOTAL TRANSACTIONS NOT PROCESSED    05
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Look at the illustration page 22 and answer the following four questions on page 23 for each transaction.

1. What is the error mnemonic (without prefix) for each transaction with an error on the PTRO?

2. What is the transaction mnemonic for each transaction?

3. What reason is given regarding the error in each transaction?

4. What action is required?

ANSWERS TO SELF-EVALUATION EXERCISE

TRANSACTION NUMBER	ERROR MNEMONIC (WITHOUT PREFIX)	TRANSACTION MNEMONIC	REASON AND REQUIRED ACTION
1	---	DYST	
2	---	GRCH	
3	NDL	DPRT	Number of days leave code is invalid. May be blank. If blank generates 00. Must be in the the range 00 through 99. Correct and resubmit.
4	FMT	DYST	Format of transaction is invalid. Correct and resubmit.
5	DYS	DYST	Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. Correct and resubmit.
6	DYS	DYST	Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. Correct and resubmit.
7	C-D	GRCH	Transaction date is later than the cycle date. Change date to be equal to or earlier than the next cycle date.
8	DYS	DYST	Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. Correct and resubmit.

SAMPLE

PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 28 points. A passing score is 22 points or more.

TRANSACTION NUMBER	ERROR MNEMONIC (WITHOUT PREFIX)	TRANS-ACTION MNEMONIC	REASON AND REQUIRED ACTION
1	(1) DOR	(1) GRCH	(1) Date of rank is blank, invalid or later than the transaction date. (1) Correct and resubmit.
2	(1) NDL	(1) DPRT	(1) Number of days leave code is invalid. May be blank. If blank generates 00. Must be in the range 00 through 99. (1) Correct and resubmit.
3	(1) FMT	(1) DYST	(1) Format of transaction is invalid. (1) Correct and resubmit.
4	(1) DYS	(1) DYST	(1) Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. (1) Correct and resubmit.
5	(1) DYS	(1) DYST	(1) Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. (1) Correct and resubmit.
6	(1) C-D	(1) GRCH	(1) Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date. (1) Correct and resubmit.
7	(1) DYS	(1) DYST	(1) Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. (1) Correct and resubmit.

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